



# **WEBSITE POLICIES AND PROCEDURES FOR CDBG-DR AND CDBG-MIT CITY OF COLUMBIA**

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**MARCH 2020**

# POLICY CHANGES OR UPDATES TABLE

Action	Affected Section	Date
<b>Version 1 - Approval</b>	Entire document	3/2020

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# CITY OF COLUMBIA

## COMMUNITY DEVELOPMENT DEPARTMENT

### WEBSITE POLICIES AND PROCEDURES FOR CDBG-DR AND CDBG-MIT

#### WEBSITE PURPOSE

The City of Columbia's Community Development Department in partnership with the Public Relations Department, have created and will maintain comprehensive websites for the U. S. Department of Housing and Urban Development (HUD), Community Development Block Grant-Disaster Recovery (CDBG-DR) and Mitigation (CDBG-MIT).

City of Columbia has created a website in accordance with HUD requirements for CDBG-DR, as cited in Federal Register Notice, 82 FR 36812, August 07, 2017 which allocated \$6,166,000 (Prior Notice for 81 FR 39687, June 07, 2016 which allocated \$19,989,000 of CDBG-DR funds to City of Columbia). Additional CDBG-DR funds must be used to address unmet needs (with a priority focus on housing) that can be tied-back to the 2015 disasters declared under DR-4241.

Concurrently, Community Development Department has also created a CDBG Mitigation (CDBG-MIT) web page, linked to the CDBG-DR web page in accordance with Federal Register Notice 84 FR 45838, August 30, 2019. CDBG-MIT funds must be used to address Mitigation Risks identified in the CDBG-MIT Action Plan. All CDBG-MIT activities must address mitigation of future disasters.

The websites serve as a central source for CDBG-DR and CDBG-MIT information and is intended to provide transparency into the City of Columbia's disaster recovery and mitigation activities using these funds. The website will host: Action Plans and Amendments; Citizen Participation Policies; Public Hearing Notices; CDBG-DR and CDBG-MIT program policies, eligibility requirements, and steps to apply for funding; procurement policies, solicitations, and awarded contracts (including those procured by subrecipients); procedures for Complaints, Appeals, and fraud reporting; Quarterly Performance Reports (QPRs); expenditure projections and outcomes; and for CDBG-MIT, information on the Resilience Committee for Mitigation.

The Lead Agency (i.e. Grantee) for City of Columbia's CDBG-DR and CDBG-MIT allocations has been designated as the Community Development Department (CD). This department is also the Lead Agency for the City's annual CDBG allocation. CD is responsible for maintaining the websites associated with the City's CDBG program with assistance from the Public Relations Department.

#### WEBSITE CONTENT

**The website address for CDBG-DR is located: <https://dr.columbiasc.gov>**

**The website address for CDBG-MIT is located: <https://mit.columbiasc.gov>**

Each program page will have links to its counterpart (i.e., the CDBG-DR page will link to the CDBG-MIT page and vice versa). Website locations will be printed on all program advertisements and outreach materials. The City of Columbia adheres to ADA compliant standards for website accessibility and readability. Content and website layout will be designed with best practices for adaptive use in mind. The State supports accommodations for citizens with limited English proficiency and will publish program documents in languages based on the need of non-English speaking communities.

The information that will be available for CDBG-DR on the website will include but may not be limited to the following:

### ***CDBG-DR Requirements***

- CDBG-DR Unmet Needs Assessment
- CDBG-DR Action Plan and Amendments
- CDBG-DR Announcements of Public Hearing(s)
- Citizen Participation Plan
- Accessibility and LEP requirements
- Information on each CDBG-DR program, eligibility requirements, and steps to apply
- CDBG-DR Appeals Procedure
- CDBG-DR Citizen Complaint Procedures
- List of all CDBG-DR Sub-Recipients and Contractors
- CDBG-DR Procurement
  - Procurement Policies
  - Current RFPs
  - Eligibility for competitive sub-awards (if applicable)
  - Awarded contracts and sub-recipient contract summary
- CDBG-DR Quarterly Performance Reports (QPR)
- A link to CDBG-MIT web page
- Additional reporting as required by HUD

### ***CDBG-MIT Requirements***

The information on the CDBG-MIT web page will include but may not be limited to:

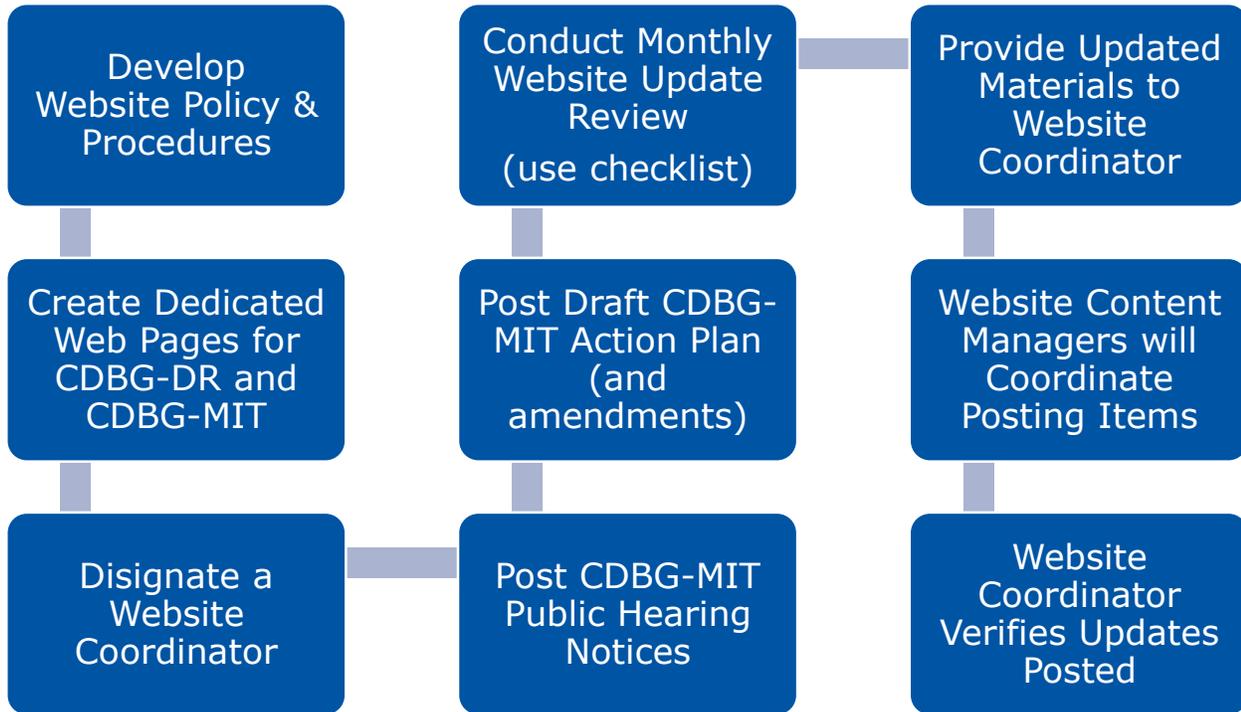
- CDBG-MIT Risk Assessment
- CDBG-MIT Action plans and amendments
- CDBG-MIT Announcements and Public Hearings

- Citizen Participation Plan
- Accessibility and LEP requirements
- Information on each CDBG-MIT program, eligibility requirements, and steps to apply
- CDBG-MIT Citizen Complaint Procedures
- CDBG-MIT Procurement
  - Procurement Policies
  - Current RFPs
  - Eligibility for competitive sub-awards
  - All awarded contracts to be paid with CDBG-MIT
- CDBG-MIT Quarterly Performance Reports
- CDBG-MIT Statistics/graphics displaying expenditures and outcomes to date and projections
- A link to the CDBG-DR web page
- Additional reporting as required by HUD
- Information on the Resilience Committee for Mitigation

## **WEBSITE PROCESS**

The Community Development Website Coordinator will ensure that the CDBG-DR and CDBG-MIT webpages are reviewed monthly and updated as required by this website policy. The Website Coordinator will use the Monthly Website Update Checklist to complete the review. The website will be reviewed on the 30<sup>th</sup> of each month and updated materials will be posted by the 15<sup>th</sup> of the following month.

## Website Development and Administration Process



## Responsible Staff

Website Role	Staff Name
<b>Website Coordinator</b>	CD Administrative Specialist
<b>CDBG-DR Content Reviewer</b>	CD Quality Assurance/ Quality Control Analyst
<b>CDBG-MIT Content Reviewer</b>	
<b>CDBG-DR Content Approver</b>	CD Director
<b>CDBG-MIT Content Approver</b>	
<b>Website Content Manager</b> (Uploads Items to Websites)	CD Administrative Specialist/ Public Information Office/Vendor

## MONTHLY CDBG-DR & CDBG-MIT WEBSITE UPDATE CHECKLIST

The Community Development Department completes this checklist monthly to determine required updates to its disaster websites for CDBG-DR and CDBG-MIT. Checklist is completed on the 30<sup>th</sup> of each month. Updated material will be posted to the CDBG-DR and CDBG-MIT web pages on the 15<sup>th</sup> of each month. Updated categories will be marked "New" in red on the website page when updated.

## CDBG-DR WEB PAGE REVIEW

Categories	Update Required (Yes/No)	Brief Description of Update	Documents to Post	Translate? (Yes/No)	Date Posted	Last Updated
<b>Action Plan</b>						
Current Action Plan						
Substantial Amendment						
Non-Substantial Amendment						
Public Hearing Notice(s)						
Announcements						
Citizen Participation						
Citizen Participation Plan						
504 Access Plan and Coordinator						
LEP Plan						
Citizen Complaints						
Appeal Process						
AFWA Policy Program(s)						
Policy						
Application Methodology						
Funding Amounts						
Procurement						
Policies						
Current Solicitations						
Past Solicitations						
Steps to Apply/Scoring Criteria						
Reports						
QPR						
Expenditures and Projections						
Project Map						

## CDBG-MIT WEB PAGE REVIEW

Categories	Update Required (Yes/No)	Brief Description of Update	Documents to Post	Translate? (Yes/No)	Date Posted	Last Updated
<b>Action Plan</b>						
Current Action Plan						
Substantial Amendment						
Non-Substantial Amendment						
Public Hearing Notice(s)						
Announcements						
Mitigation Needs Assessment						
Implementation Plan						
Citizen Participation						
Citizen Participation Plan						
504 Access Plan and Coordinator						
LEP Plan						
Citizen Complaints						
Appeal Process						
AFWA Policy						
Conflict of Interest Policy						
Program(s)						
Policy						
Application Methodology						
Funding Amounts						
Procurement						
Policies						
Current Solicitations						
Past Solicitations						
Steps to Apply and Scoring Criteria						
Reports						
QPR						
Section 3						
FFATA						
Expenditures and Projections						
Project Map						
Citizen Resilience Committee						
Contact Info						
Meetings						